

## Application for Student Organization Recognition

**NOTE:** This is a sample Constitution. It is to serve as a model and template for new student organizations, as they draft the constitutions and by-laws for their own student organizations.

The following sample document should also be used to draft organizational by-laws.

The basic structure of a constitution should follow that of an outline, starting with Articles, then Sections, then clauses, paragraphs, or other subsections.

Always **BE CLEAR** and **SPECIFIC**. Do not write something without explaining the processes associated with it, or defining it. This will make approval of a constitution an easier process.

The editorial comments throughout the document are just for informational purposes.

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### The Constitution of the MWSU

# Chess Club

#### **Preamble**

We the students, of the MWSU Student Association, do hereby establish the Chess Club to promote awareness of the game of Chess, and to provide an outlet by which members may play or compete.

**Comment [m1]:** Preambles are not required, but may be used to substitute a mission statement, or outline the purpose of an organization.

#### **Article I – Name and Purpose**

**Section 1.** The name of this recognized student organization shall be the MWSU Chess Club.

**Section 2.** The purpose of the MWSU Chess Club is to foster awareness of the history and art of Chess, while encouraging young people to learn to play the game.

**Comment [m2]:** This may be divided into two separate articles.

A separate section on purpose may be modified to include a mission statement, vision statement, or even specific goals.

#### **Article II – Membership**

**Section 1.** Joining the Chess Club

**Comment [m3]:** The section on membership should include useful information, such as how to join. It should include information on types of membership (i.e. active versus inactive), and it should define what constitutes good standing. It can also provide regulations for group dues. This can also outline the process by which new members (or pledges/recruits) can become full fledged members.

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**Clause 1:** To join the Chess Club, an interested student must attend two meetings, at which point he or she shall fill out an application for membership.

**Comment [m4]:** Note that an application process is not necessarily required, and that groups may design any process by which to allow new members to join.

**Clause 2:** After completion of a membership application, the Chess Club shall vote to approve the potential new member. A majority vote in favor will result in the applicant receiving membership status.

### **Section 2. Active Membership**

**Clause 1:** Active members are those students who have applied for membership, been approved, and paid their dues in full.

**Clause 2:** Active members shall have the right to vote in all instances, and shall be eligible to participate in all activities, and may serve as elected officers for the Chess Club.

**Clause 3:** All active members shall be considered in good standing.

### **Section 3. Inactive Membership**

**Clause 1:** Inactive membership shall be extended to all students who have not paid dues in full.

**Clause 2:** Inactive members will not be allowed to vote, or serve as elected officials.

### **Section 4. Dues**

**Clause 1:** New members must pay dues in full, by the first day of the first month after they receive membership.

**Clause 2:** Members must have paid dues in full, by the first day of the first full month of the semester (September in the Fall, February in the Spring).

**Clause 3:** Members who fail to pay dues will be considered in bad standing, and will be given inactive status.

**Clause 4:** Dues will be assessed in the amount of 5 dollars per semester, by the Treasurer of the Chess Club.

### **Section 5. Eligibility for Membership**

**Clause 1:** Any student, who is currently enrolled at MWSU is eligible for membership in the Chess Club.

**Comment [m5]:** Some departmental organizations might require that a student is a major in a given field of study.

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**Clause 2:** Membership may be extended to Alumni, Faculty and Staff, but such members will be non-voting and non-dues paying.

### **Section 6. Membership Responsibilities**

**Clause 1:** All active members will receive one vote for all business placed before them.

**Clause 2:** All active members must serve on a committee.

**Clause 3:** All members must be able to play at least one form of Chess.

**Clause 4:** All members must regularly attend meetings of the Chess Club, and failure to attend 60% of all regularly scheduled meetings will result in the member being placed on inactive status. Failure to attend 40% of all regularly scheduled meetings will result in removal from the Chess Club.

### **Section 7. Statement of Non-Discrimination**

**Clause 1:** The Chess Club will not discriminate against any student seeking membership in the organization on the basis of academic class, affiliation, age, creed, disability, gender, ideology, political beliefs, sexuality, social class, race, or for any other reason not stated.

**Clause 2:** The Chess Club views diversity as a source of strength and as a valuable resource, so people from all walks of life are encouraged to join.

## **Article III – Officers**

**Section 1.** There will be four officers in the MWSU Chess Club.

### **Section 2. The President**

**Clause 1:** He or she shall be responsible for setting the agenda for all business meetings of the Chess Club, which shall be subject to the approval of the members present.

**Clause 2:** He or she shall determine, with the advisor, the number of meetings for each semester.

**Clause 3:** He or she shall vote only in the event of a tie.

**Clause 4:** He or she shall call all meetings to order, and shall adjourn all meetings as necessary.

**Comment [m6]:** This section may also be named "Executive Board" or "Executive Branch" or something similar.

**Comment [m7]:** An organization can have as many officers as needed or desired.

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**Clause 5:** He or she shall be a member of the MWSU President's Leadership Council, and he or she shall attend all meetings of said council.

**Clause 6:** He or she shall publish the agenda for all meetings two days in advance on the Chess Club listserv.

### **Section 3. The Vice President**

**Clause 1:** He or she shall assume the office or responsibilities of the President in the event that the Presidency shall become vacant or should he/she be absent for any reason.

**Clause 2:** He or she shall be responsible for assigning members to each committee.

**Clause 3:** He or she shall be responsible for scheduling chess tournaments.

**Clause 4:** He or she shall be responsible for organizational marketing.

**Clause 5:** He or she shall be responsible for assisting the president with **parliamentary** procedures.

**Comment [e8]:** You could actually create a separate officer, a parliamentarian, who might fulfill this obligation, but might also serve as a Sergeant-At-Arms, etc.

### **Section 4. The Secretary**

**Clause 1:** He or she shall be responsible for recording minutes for all meetings.

**Clause 2:** He or she shall be responsible for keeping a record of all committees.

**Clause 3:** He or she shall be responsible for keeping a roster of all members, and for recording attendance at all meetings.

**Clause 4:** He or she shall be responsible for approving all Chess Club publications.

**Clause 5:** He or she shall publish the minutes of all meetings on the Chess Club listserv, no more than two days after the meeting in which they were recorded.

### **Section 5. The Treasurer**

**Clause 1:** He or she shall be responsible for assessing all dues, and keeping track of all finances.

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**Clause 2:** He or she shall be responsible for planning and coordinating fundraising events.

**Clause 3:** He or she shall be responsible for planning the Budget of the Chess Club, and he or she shall be responsible of keeping track of all funds in the budget.

**Clause 4:** He or she shall work with the Advisor to ensure that all funds are administered properly, and they shall keep track of all receipts.

### **Article IV – Elections and Voting**

**Section 1.** Elections will be held at the first meeting of the last month of school in the Spring semester.

**Section 2.** Officers will be elected to serve for the following academic year.

**Section 3.** Voting will take place on all business placed before the membership of the Chess Club at each meeting.

**Section 4.** The candidate with the most votes will be selected as the winner of an election.

**Section 5.** Election voting will be by secret ballot. All other voting will by hand-count unless motioned otherwise.

**Section 6.** Officer vacancies will be filled by a special election, unless otherwise stated (SEE Article III, Section 3, Clause 1).

**Section 7.** Quorum will consist of half of all members plus one, and business may not take place without the presence of quorum.

### **Article V – Committees**

Committees will be established by a majority vote as needed, to assist the organization's officers, or to complete special projects.

### **Article VI – Finances and Fundraising**

**Section 1.** The budget shall be approved at the beginning of each semester, and shall be made of the funds raised through dues and fundraising projects.

**Section 2.** All funds will be disbursed with the oversight of the Advisor, who shall be responsible for administering the Chess Club's on campus account.

**Section 3.** The Chess Club will engage in two fundraising projects each semester.

**Comment [m9]:** Committees and their functions should be enumerated in an organization's by-laws.

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**Section 4.** The Chess Club will use its funds to pay for events and tournaments.

### **Article VII – The Advisor**

**Section 1.** The Chess Club will have one advisor from the MWSU faculty, staff, or administration, who must complete and Advisor Agreement with the Center for Student Engagement at the beginning of each year.

**Section 2.** The term of office for all advisors will be one year. Service will be renewed upon completion of the Advsiior Agreement.

**Section 3.** The faculty/staff advisor for the Chess Club will be responsible for meeting all obligations stated in the Student Organization Handbook.

### **Article VIII – Affiliation**

**Section 1.** The Chess Club will maintain an affiliation with the Greater North American Union of Chess Players.

**Section 3.** The Chess Club will maintain a relationship with the Student Government Association, the governing body of all students and student organizations at MWSU. The Chess Club will adhere to the regulations outlined in the SGA Constitution and By-Laws.

### **Article IX – Impeachment or Removal**

**Section 1.** Officers may be impeached for failure to complete their responsibilities.

**Section 2.** Any member may file a letter of impeachment with the Advisor of the Chess Club, which must outline the reasons for which an officer should be impeached.

**Section 3.** Upon receipt of a letter of impeachment, the Advisor will call a special meeting, where the Chess Club will review evidence and hear the testimony of all members regarding the officer in question.

**Section 4.** Vote of Confidence

**Clause 1:** At the end of an impeachment hearing, the organization will vote on a verdict.

**Clause 2:** A vote of confidence will result in the impeachment charges being dropped.

**Clause 3:** A vote of no confidence will result in a successful impeachment.

**Comment [m10]:** Use this section to outline the differences between an Alumni Advisor, a Faculty/Staff Advisor, and other advisors (for instance, religious organizations might have a campus minister). List the responsibilities for all advisors.

**Comment [m11]:** Be sure your organization explains the difference between impeachment and removal, and be sure you outline the reasons an officer may be impeached or removed. If an officer is impeached, what happens to him or her?

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**Clause 4:** If an officer receives a vote of no confidence, but does not resign, the organization must vote to remove him or her from his or her position.

**Clause 5:** A vote of no confidence requires a two-thirds majority vote of quorum.

**Section 5.** If an officer receives a vote of no confidence, but does not resign, the organizations must vote to remove him or her from his or her position. Such a vote will require a two-thirds majority of quorum in favor of removal to remove the officer.

### **Article X – Rules of Procedure**

**The Chess Club will strictly adhere to the most recent edition of Robert’s Rules of Parliamentary Procedure.**

### **Article XI – Regulations**

**The Chess Club will adhere to all policies and procedures outlined in the MWSU Student Handbook and the MWSU Student Organization Handbook. Furthermore, the Chess Club will adhere to all federal, state, and local laws.**

### **Article XII – Amendments**

**Amendments to this constitution may be proposed by any member of the Chess Club, but may only be voted on at the last meeting of each month. A two-thirds majority vote of quorum is required in order to enact an amendment. All amendments must be approved by the Student Senate. Amendments will take effect immediately upon approval by the Chess Club. If the SGA does not approve an amendment, that amendment will be retroactively revoked.**

### **Article XIII – Dissolution**

**This organization will dissolve, if no member participates in the Annual Student Organization Orientation and Registration process facilitated by the Center for Student Engagement.**

**Comment [m12]:** Keep in mind that parliamentary procedure is best for organizations with more than five or six members. Any rules of procedure should be outlined here, but they do not necessarily have to be “Robert’s Rules.”